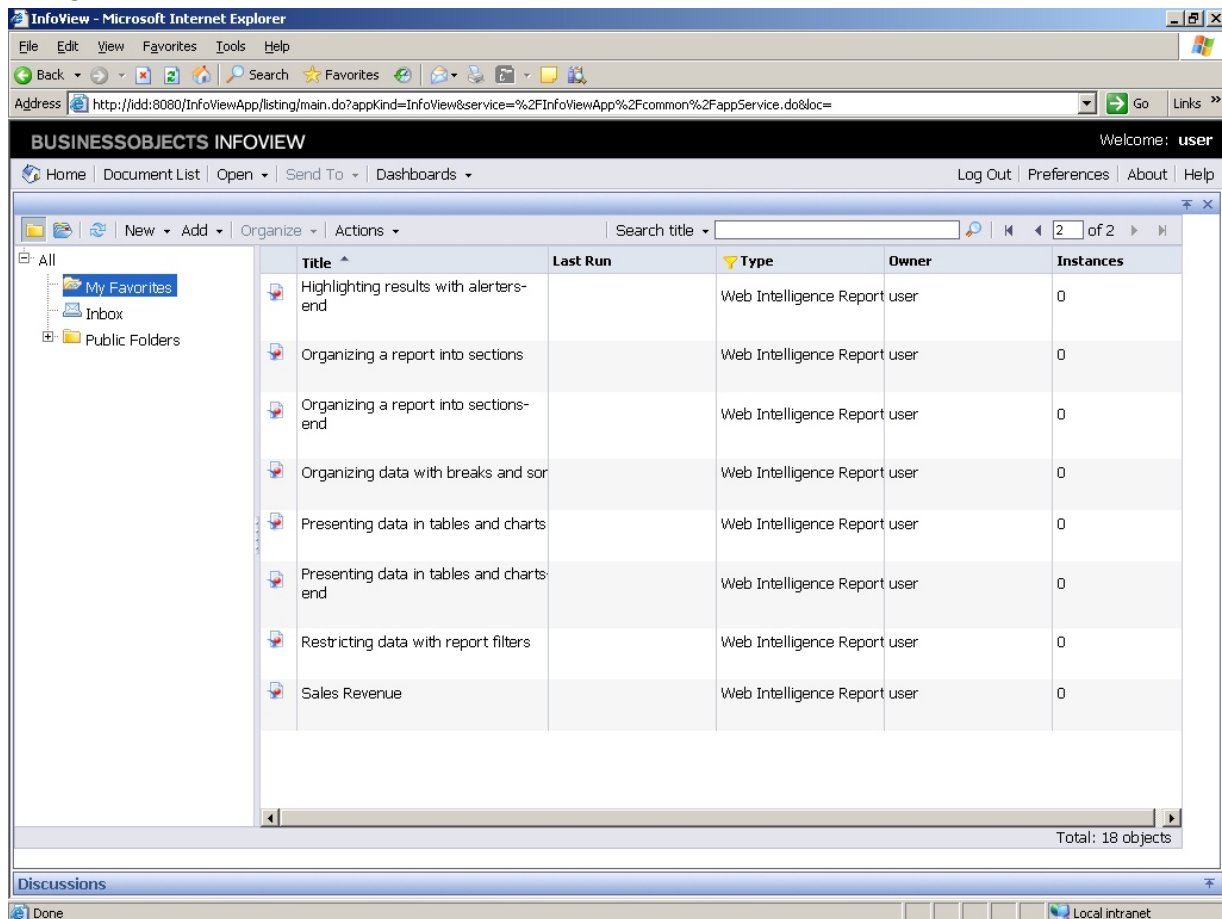


## Using discussions

### Procedure

1. Start the transaction using the menu path or transaction code.

### Using discussions



2. Double-click the **Sales Revenue** link.

The Discussions feature enables you to create messages on reports, hyperlinks, programs, and other objects in a folder.

In this example, the user is asking his team suggestions to improve the sales revenues for Colorado.

## Using discussions

**Note:** You must have the appropriate rights for the object to be able to view and create notes. If you are not sure whether or not you have the appropriate rights, contact your System Administrator.

### Discussions Toolbar

The screenshot shows the Business Objects InfoView application running in a Microsoft Internet Explorer browser. The address bar displays the URL: `http://dd:8080/InfoViewApp/listing/main.do?appKind=InfoView&service=%2FInfoViewApp%2Fcommon%2FappService.do&loc=`. The application title is "BUSINESSOBJECTS INFOVIEW" and the user is logged in as "user".

The main content area displays a report titled "Report Title". The report is a table with the following data:

Year	Quarter	State	Store name	Sales revenue
2004	Q1	California	e-Fashion Los Angeles	\$308,928
2004	Q1	California	e-Fashion San Francisco	\$210,292
2004	Q1	Colorado	e-Fashion Colorado Springs	\$131,797
2004	Q1	DC	e-Fashion Washington Tolbooth	\$208,324
2004	Q1	Florida	e-Fashion Miami Sundance	\$137,530
2004	Q1	Illinois	e-Fashion Chicago 33rd	\$256,454
2004	Q1	Massachusetts	e-Fashion Boston Newbury	\$92,596
2004	Q1	New York	e-Fashion New York 5th	\$222,625
2004	Q1	New York	e-Fashion New York Magnolia	\$333,358
2004	Q1	Texas	e-Fashion Austin	\$197,891

The interface also includes a "Navigation Map" on the left showing the hierarchy: Sales Revenue > Report 1. At the bottom, there is a "Discussions" panel and a status bar showing the refresh date: April 23, 2008 11:20:32 AM GMT-07:00.

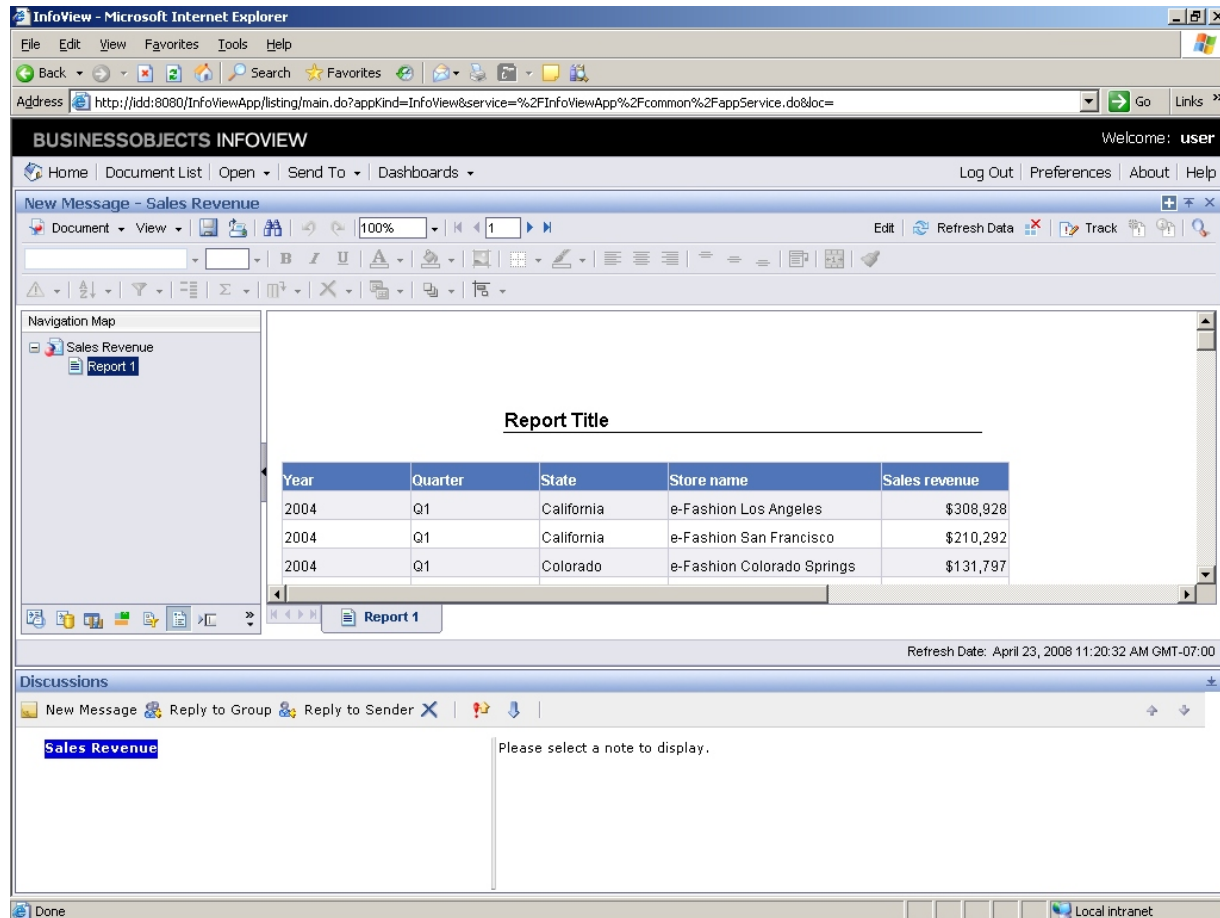
- Click **expand** .

You can add discussions to any document in the system when you select it from the document list or while you are viewing the document.

The panel appears at the bottom of the InfoView window.

## Using discussions

### Creating a discussion



The screenshot shows the InfoView application in a Microsoft Internet Explorer browser. The address bar displays the URL: `http://dd:8080/InfoViewApp/listing/main.do?appKind=InfoView&service=%2FInfoViewApp%2Fcommon%2FappService.do&loc=`. The application header includes the Business Objects logo and the text "an SAP company". The main content area displays a report titled "Sales Revenue" with a table of data. The table has five columns: Year, Quarter, State, Store name, and Sales revenue. The data rows show sales for 2004 Q1 in California and Colorado. The "Discussions" panel at the bottom shows a "New Message" button and a "Sales Revenue" link. The "Please select a note to display." message is visible in the discussion area.

Year	Quarter	State	Store name	Sales revenue
2004	Q1	California	e-Fashion Los Angeles	\$308,928
2004	Q1	California	e-Fashion San Francisco	\$210,292
2004	Q1	Colorado	e-Fashion Colorado Springs	\$131,797

#### 4. Click **New Message**.

The Discussions Panel contains the discussion messages and threads. On the left side of the Discussions panel is a browser that shows all the notes that belong to the report. The root node is the title of the report. When a user adds a note, the title of the note appears beneath the title of the report. Users can then add to the note to form a discussion thread.

## Using discussions

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- Edit messages
- Delete messages
- Tag messages with high or low priority

For this example a new message about the Sales Revenue document will be added.

5. Press [Enter] to continue.

You enter your message into the Message field just as you would with any email client.

Press **[Enter]** to continue.

6. Press **[Enter]** to continue.

Optionally, you can select to flag your note with High Importance or Low Importance.

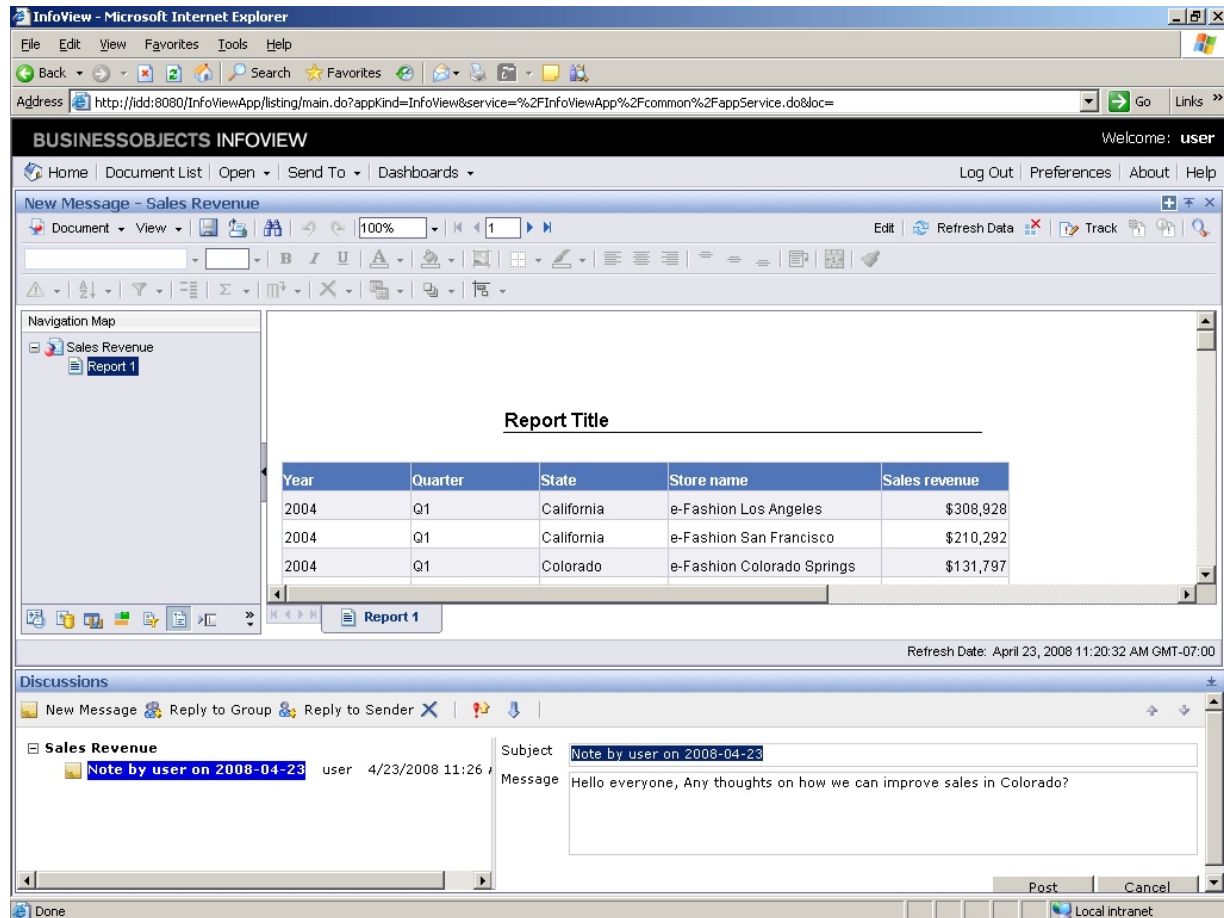
Press **[Enter]** to continue.

7. Click **Post**.

After completing your message, use the Post button to submit the message to the Discussions Panel for other users to view.

## Using discussions

### Discussions Toolbar



The screenshot shows the InfoView web application interface. At the top, there's a navigation bar with 'Home', 'Document List', 'Open', 'Send To', and 'Dashboards'. Below this is a 'New Message - Sales Revenue' section. The main content area displays a report titled 'Report Title' with a table of sales revenue data.

Year	Quarter	State	Store name	Sales revenue
2004	Q1	California	e-Fashion Los Angeles	\$308,928
2004	Q1	California	e-Fashion San Francisco	\$210,292
2004	Q1	Colorado	e-Fashion Colorado Springs	\$131,797

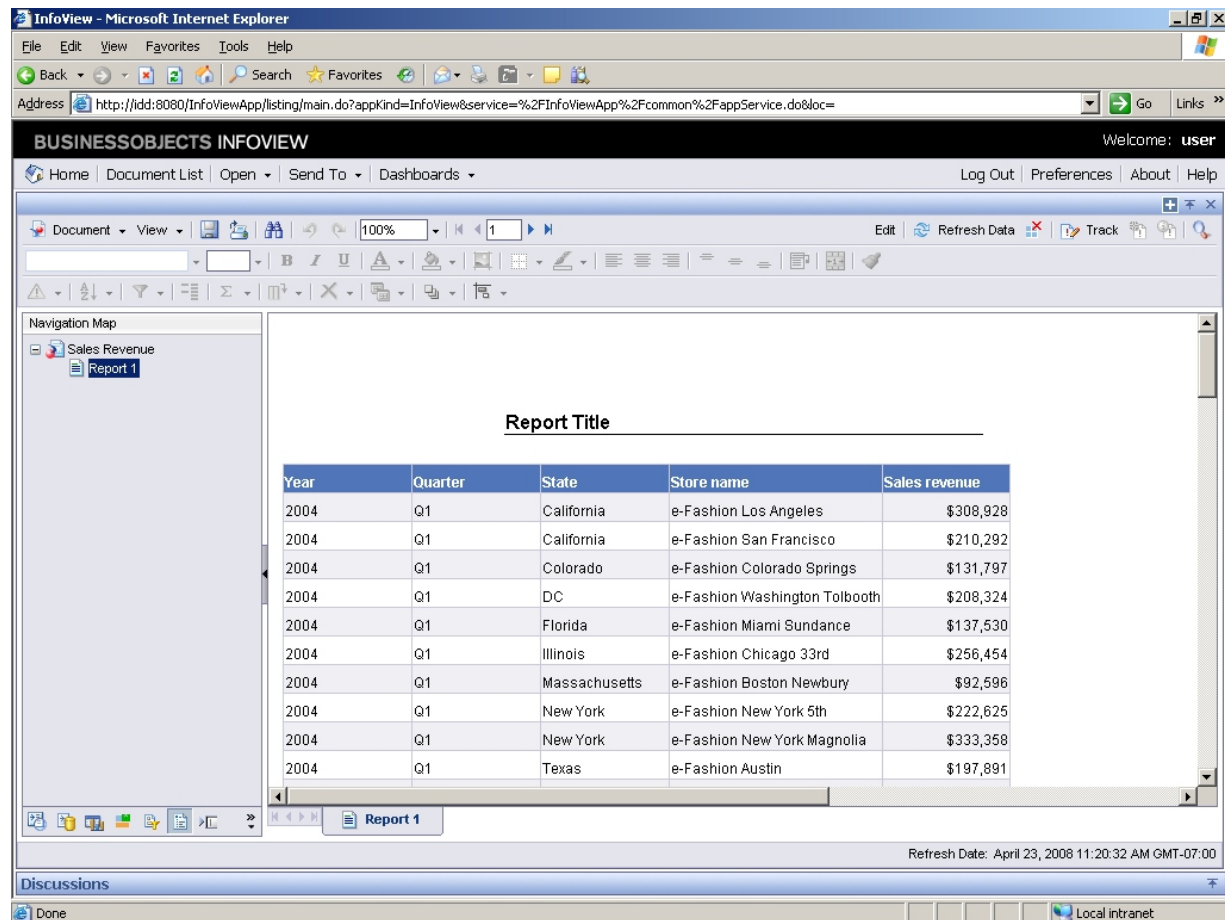
Below the report, there's a 'Discussions' panel. It shows a message titled 'Note by user on 2008-04-23' with the subject 'Note by user on 2008-04-23' and the message body 'Hello everyone, Any thoughts on how we can improve sales in Colorado?'. The panel includes buttons for 'New Message', 'Reply to Group', 'Reply to Sender', 'Post', and 'Cancel'.

8. Click **collapse**.

The note appears in the panel to the left. Now collapse the Discussions Panel.

## Using discussions

### Discussions Toolbar



The screenshot shows the InfoView application interface. The top navigation bar includes 'Home', 'Document List', 'Open', 'Send To', and 'Dashboards'. The right side of the bar shows 'Welcome: user', 'Log Out', 'Preferences', 'About', and 'Help'. The main content area displays a report titled 'Report Title' with a table of sales revenue data. The table has five columns: Year, Quarter, State, Store name, and Sales revenue. The data is for the year 2004, Quarter 1, across various states and store names. The bottom of the interface shows a 'Discussions' toolbar and a 'Done' button.

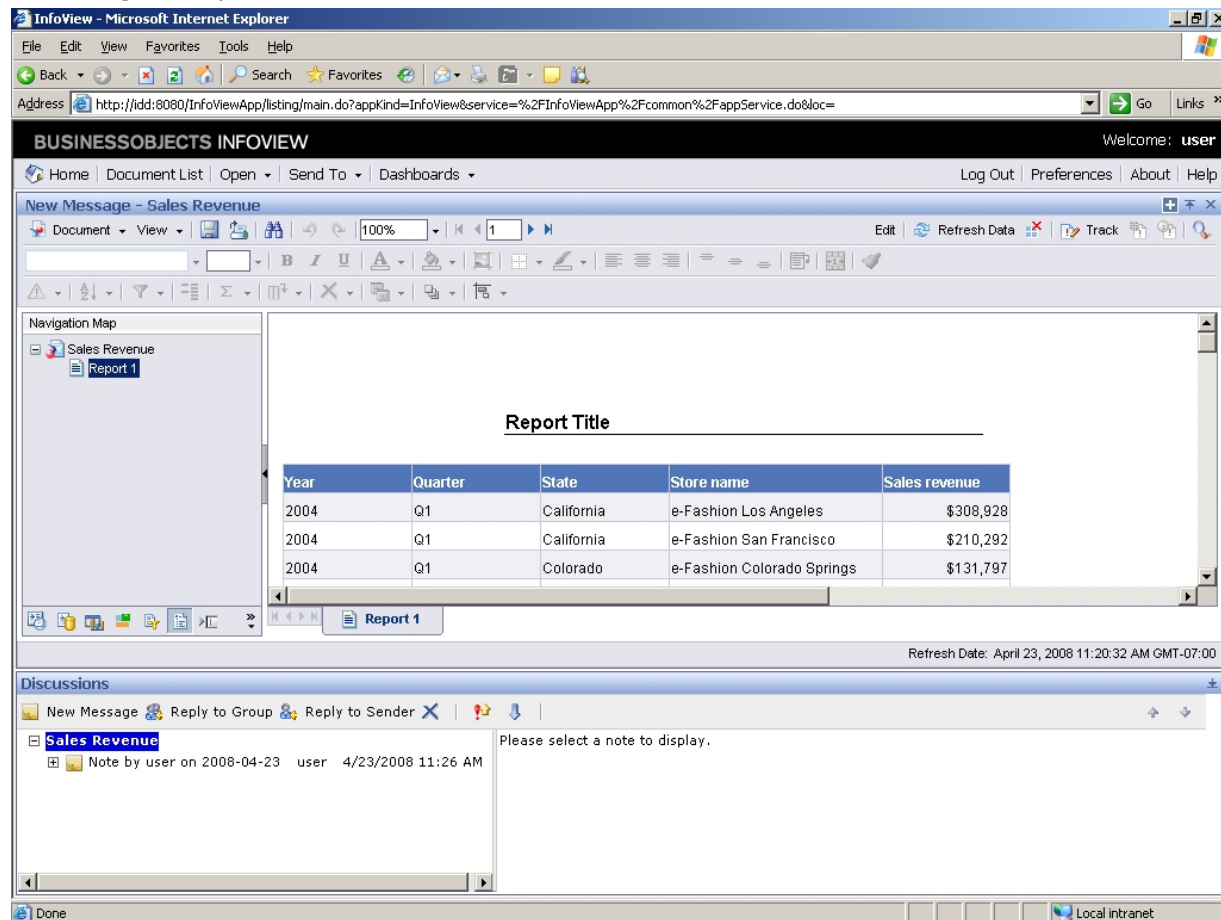
Year	Quarter	State	Store name	Sales revenue
2004	Q1	California	e-Fashion Los Angeles	\$308,928
2004	Q1	California	e-Fashion San Francisco	\$210,292
2004	Q1	Colorado	e-Fashion Colorado Springs	\$131,797
2004	Q1	DC	e-Fashion Washington Tolbooth	\$208,324
2004	Q1	Florida	e-Fashion Miami Sundance	\$137,530
2004	Q1	Illinois	e-Fashion Chicago 33rd	\$256,454
2004	Q1	Massachusetts	e-Fashion Boston Newbury	\$92,596
2004	Q1	New York	e-Fashion New York 5th	\$222,625
2004	Q1	New York	e-Fashion New York Magnolia	\$333,358
2004	Q1	Texas	e-Fashion Austin	\$197,891

- Click **expand** .

You can check again to see if another message has been added.

## Using discussions

### Checking for replies



The screenshot shows the Business Objects InfoView application running in Microsoft Internet Explorer. The main window displays a report titled "Report Title" with the following data:

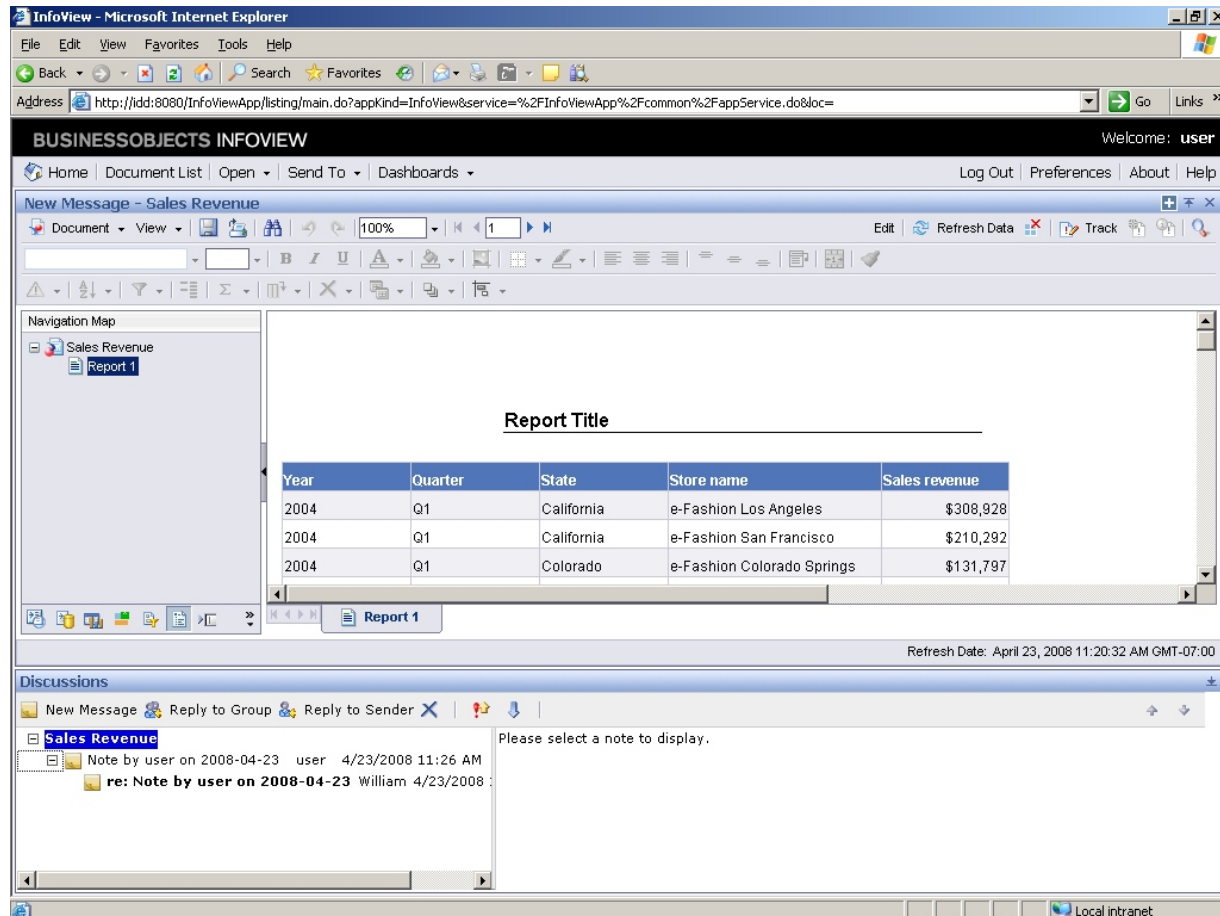
Year	Quarter	State	Store name	Sales revenue
2004	Q1	California	e-Fashion Los Angeles	\$308,928
2004	Q1	California	e-Fashion San Francisco	\$210,292
2004	Q1	Colorado	e-Fashion Colorado Springs	\$131,797

Below the report, the "Discussions" section is visible. It includes a "New Message" button and a "Reply to Group" button. A tree view on the left shows "Sales Revenue" expanded, with a "Note by user on 2008-04-23" item. The main text area of the discussions section says "Please select a note to display."

10. Click the + button before the **Note by user** tree item.

## Using discussions

### Checking for replies



The screenshot shows the InfoView application interface. At the top, there's a navigation bar with 'Home', 'Document List', 'Open', 'Send To', and 'Dashboards'. Below this is a 'New Message - Sales Revenue' pane. The main area displays a report titled 'Report Title' with the following data:

Year	Quarter	State	Store name	Sales revenue
2004	Q1	California	e-Fashion Los Angeles	\$308,928
2004	Q1	California	e-Fashion San Francisco	\$210,292
2004	Q1	Colorado	e-Fashion Colorado Springs	\$131,797

Below the report, there's a 'Discussions' pane. It shows a list of messages under the 'Sales Revenue' document. The message 're: Note by user on 2008-04-23 William 4/23/2008' is highlighted in bold, indicating it has a new reply.

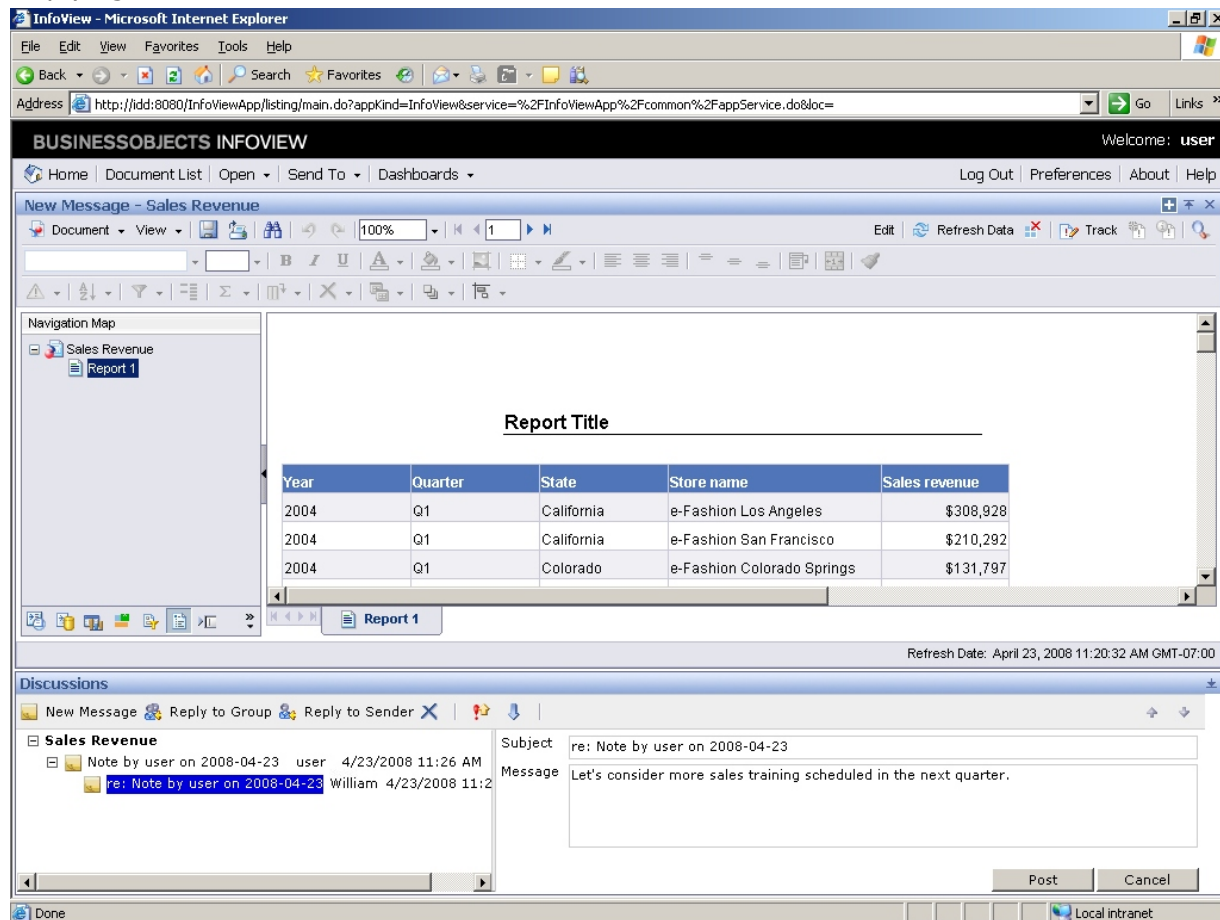
- Click the **re: Note by user on 2008-04-23** tree item.

Messages that appear in bold have not yet been read. There is a new reply available from William.



## Using discussions

### Replying to discussions



The screenshot shows the Business Objects InfoView application in a Microsoft Internet Explorer browser. The main window displays a report titled "Sales Revenue" with a table of data. Below the report, there is a "Discussions" pane showing a list of messages. The selected message is "re: Note by user on 2008-04-23" by William, dated 4/23/2008 11:26 AM. The message content is "Let's consider more sales training scheduled in the next quarter." The "Subject" field is "re: Note by user on 2008-04-23". The "Post" button is visible at the bottom right of the discussion pane.

Year	Quarter	State	Store name	Sales revenue
2004	Q1	California	e-Fashion Los Angeles	\$308,928
2004	Q1	California	e-Fashion San Francisco	\$210,292
2004	Q1	Colorado	e-Fashion Colorado Springs	\$131,797

#### 12. Click **Reply to Sender**.

William has replied to the message. The message appears in the right pane.

You can post a reply to the entire group or only to the person who posted the note. If you choose Reply to Group, your reply becomes available to everyone who has the right to view the notes that are associated with the object. If you choose Reply to Sender, only the owner of the note receives the message.

#### 13. Press [Enter] to continue.

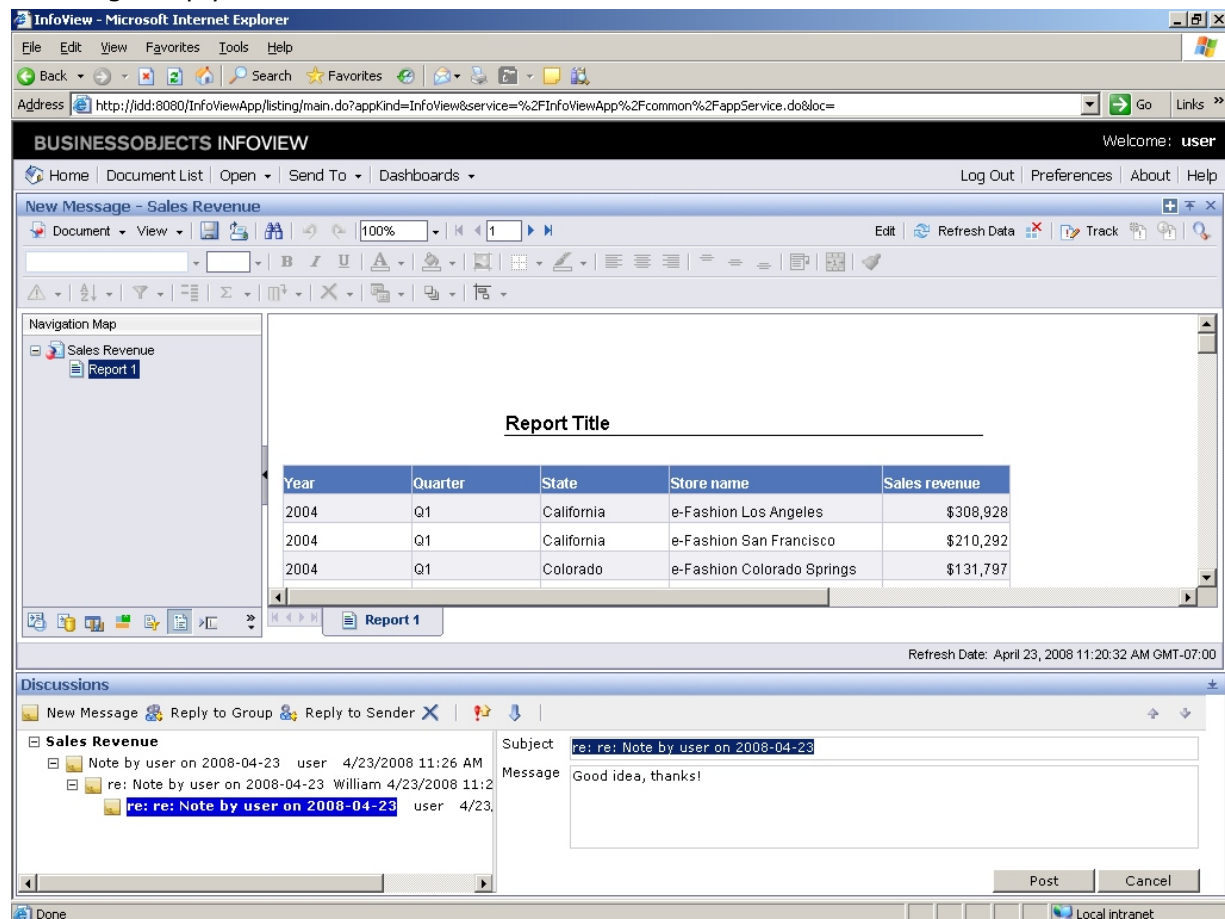
## Using discussions

You enter your reply into the Message field just as you would with any email client.

Press **[Enter]** to continue.

14. Click **Post**.

### Deleting a reply



The screenshot shows the Business Objects InfoView application in a Microsoft Internet Explorer browser. The main window displays a report titled "Report Title" with the following data:

Year	Quarter	State	Store name	Sales revenue
2004	Q1	California	e-Fashion Los Angeles	\$308,928
2004	Q1	California	e-Fashion San Francisco	\$210,292
2004	Q1	Colorado	e-Fashion Colorado Springs	\$131,797

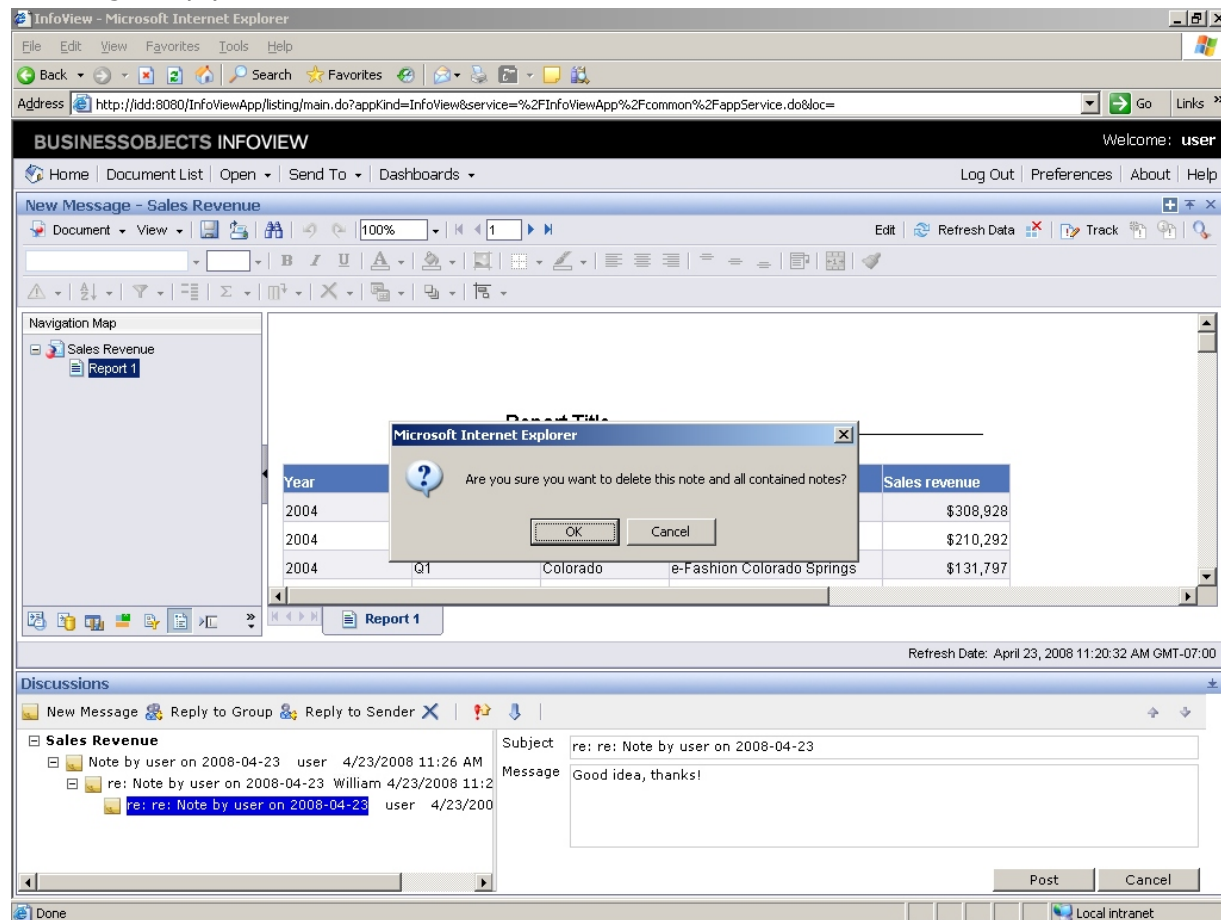
Below the report, the "Discussions" panel is visible. It shows a list of messages under the "Sales Revenue" topic. The selected message is "re: re: Note by user on 2008-04-23" with the subject "re: re: Note by user on 2008-04-23" and the message body "Good idea, thanks!". The "Post" button is highlighted.

15. Click **Delete Message** .

The reply appears in the panel to the left. If you don't want to keep the message you can delete the message.

## Using discussions

### Deleting a reply



16. Click **OK**.

Confirm the deletion of the message.

17. Press **[Enter]** to continue.

The reply has been deleted from the Discussions Panel.

Press **[Enter]** to continue.